

Minutes

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Meeting Start Time: 5:45 P.M.

Present: Lindsey Fox  
Dawn Geoffrey  
Meta Mitchell  
Erica Krenis-Peck  
Judy Valentine

1. Welcome Members
2. After reviewing the financial statements, there is a need to revise the budget figures. There is a surplus, and the December minutes need to be revised.
3. The Post Office Box needs to be paid, and there is an increase in post office expense.
4. We discussed a need for more guidelines in the grant process.
  - A. Reimbursements need to be disbursed within four weeks rather than two.
  - B. Grant money must be claimed by March of the following year
  - C. The Grafton Cultural Council needs to be acknowledged as a supporter on the grant receivers website or brochure for the event.
5. We discussed the need for an increase in publicity in the grant process.
6. A motion was made, and seconded, to approve December minutes. These minutes are approved with the notation that the monetary information is not accurate.  
The revised amounts are as follows:

A. Blackstone Valley Community Concert Band	\$300.00
B. Gregory Maicheck/Grafton Library	\$475.00
C. Claflin Hill Music	\$774.00
D. Whitinsville Community Youth Theater	\$1,000.00

The rest of the grants remain the same. Motion made, seconded and approved.
7. We discussed whether the post office key could be copied for all to use.

8. Dawn and Meta were approved for signing the forms for grant reimbursement checks.
9. Meta is staying on for three more years.
10. Meeting adjourned.